



## Community Funds Grant Guidelines

Toledo Community Foundation, Inc. is a public charitable organization created by citizens of our community to enrich the quality of life for individuals and families in our service area. The Foundation serves Northwest Ohio and Southeast Michigan with a particular emphasis on the greater Toledo area. Grants from Community Funds support a variety of programs in the fields of education, social services, physical and mental health, neighborhood and urban affairs, natural resources, and the arts.

We have a particular interest in providing seed money for new programs designed to meet emerging community needs or to expand existing successful programs. Emphasis is placed on programs that will: (a) Create safe, positive living environments; (b) Enable families to develop the skills/resources needed to support and nurture each member; and (c) Foster the development of responsible young people who are capable of achieving their fullest potential. Multi-year requests will be considered if the applicant organization can show the progression of the project over time. Grant funds should only be requested to support direct programmatic expenses.

Grants are awarded only to nonprofit, charitable organizations which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.

### Grant Application Process

The Foundation considers grant requests two times annually. The deadline dates for proposals are: **January 15 and August 15**. Proposals must be submitted through the Foundation's online application process. The online application can be accessed via the Foundation's website at [www.toledocf.org](http://www.toledocf.org). Proposals must be received by 11:59 p.m. of the application deadline in order to be considered for funding.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. The Board of Trustees meets approximately three to four months subsequent to each deadline date to make funding decisions. Applicant organizations are notified, in writing, of the approval or denial of funding requests within one week after the Board of Trustees takes action. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

### Contents of a Proposal

The following information must be included in all proposals:

- **Purpose and Need** - State the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this project or program. (750 word limit)
- **Implementation** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the program and briefly describe their qualifications. (250 word limit)
- **Evaluation** - State the criteria and procedure that will be used to evaluate the success of the proposed program. Relate this evaluation to the stated goals and objectives. (250 word limit)
- **Sustainability** - Identify plans for securing ongoing support for this project once Foundation funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc. (250 word limit)

- **Project Budget** – Attach a one-page project budget, which:
  - (1) specifies the requested grant period;
  - (2) delineates line-item expenses that clearly detail the proposed use of grant funds; and
  - (3) lists projected income (both solicited and received) and expenses for the proposed project.

**Attachments** – According to a new procedure instituted in 2017, the following attachments must be submitted with every grant application made to Toledo Community Foundation. Please pay close attention to the details or your application may be considered incomplete. Acceptable file types include Word, Excel and PDF only.

Required attachments include:

- **Board List** - The names and affiliations of the organization’s Board of Trustees.
- **IRS Letter** - A copy of the organization’s tax exemption letter from the Internal Revenue Service.
- **Background** - Brief background and history of the organization, including when and how the organization was established, its mission or purpose, accomplishments to date and a listing of all current programs and services.
- **Financial Statements** - There are two options for submission of financial statements, which include:
  - (1) Option 1 - If the organization has had an audit prepared within 12 months of the date of application, please provide the full audit; or
  - (2) Option 2 - If audited financial statements for this time frame are not available, provide the unaudited income & expense statement (P&L) and balance sheet for the organization’s most recent fiscal year-end. Note that both statements must be submitted if this option is selected.
- **Operating Budget** - A board-approved operating budget for the current fiscal year of the organization.
- **Project Budget** (as referenced in the previous section).

**Grant Review Criteria – Competitive grant proposals will address the following:**

- Represent an unduplicated opportunity and meet a significant community need.
- Encourage more efficient use of community resources.
- Promote coordination, cooperation and sharing among organizations and the elimination of duplicated services.
- Test or demonstrate new approaches and techniques in the solution of community problems.
- Propose a specific program rather than general operating support for the organization.
- Propose to generate matching funds, thus leveraging additional support.
- Include a thoughtful, reasonable plan for obtaining continuing financial support once Foundation funds are expended.

**The Foundation *usually* will not make grants from its Community Funds to:**

- Support the general operating budget or budget deficit of established organizations.
- Annual campaigns.
- Capital campaigns or building projects.
- Purchase equipment, such as computer hardware/software, motor vehicles, etc.
- Produce films, videos, television programs, and the like.
- Support sectarian activities of religious organizations.

**For additional information, please contact:**

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